SCECH Program Participants:

If you will be using SCECHs to renew your certificate/license in the Michigan Online Educator Certification System (MOECS), you will need to locate your Personal Identification Code (PIC) number and place it into your record on the Secure Central Registry (SCR) to have your SCECH credits appear in MOECS.

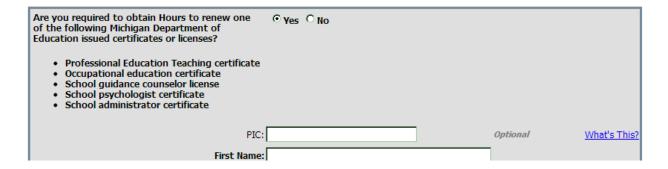
If you do not have one of the listed certificates/licenses, you will not have a PIC number to put in the Secure Central Registry (SCR). You DO NOT need to go into MOECS or MEIS. Make sure the question on the first page you see in the SCR after you have logged in is answered NO.

Personal Information

| Are you required to obtain Hours to renew one of the following Michigan Department of Education issued certificates or licenses? | Cγes ⊙ No |
|---|-----------|
| Professional Education Teaching certificate Occupational education certificate School guidance counselor license School psychologist certificate School administrator certificate | |
| First Name: | |

You can create, update, and access evaluations on your SCR account without a PIC. The PIC number is not mandatory. It is used to transfer your SB-CEU/SCECH credits from your SCR account into your MOECS account.

If you use SCECHs to renew your certificate or license, you have to have your PIC number in your SCR account. The question then has to be answered Yes.



LOCATING YOUR PIC NUMBER FOR MICHIGAN EDUCATORS

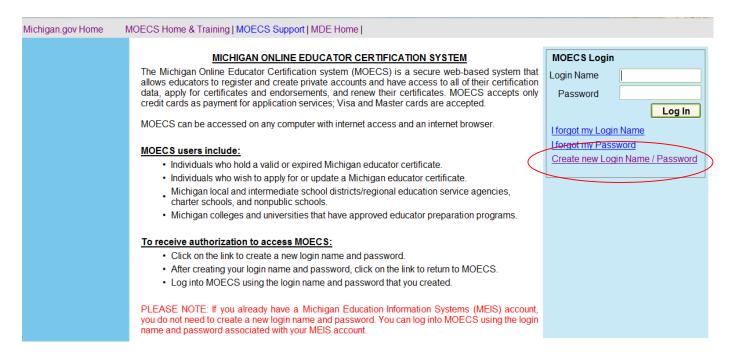
OBTAINING YOUR PIC NUMBER FROM MOECS

1. Go to the following web site: www.michigan.gov/moecs

2. Go to the MOECS login page by clicking on the logo at the top of the screen.

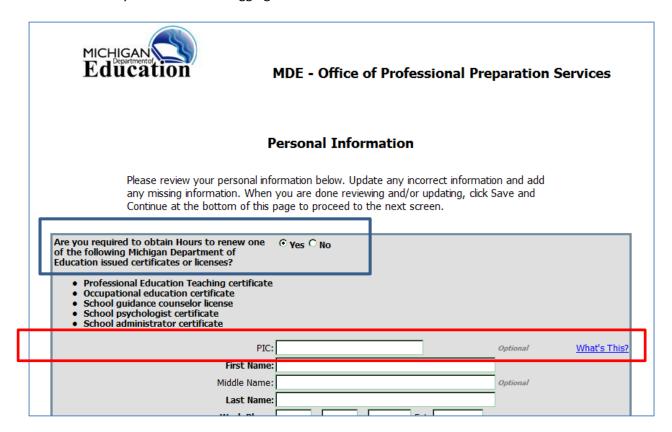


3. If you are new to the MOECS system, click on the "Create new Login Name/Password" link. <u>If you have</u> already updated your MOECS account, skip to #10.*



- 4. Follow the instructions and provide the required information to create your login name and password.
- 5. Print the confirmation page that contains your login name, password, and Michigan Education Information Systems (MEIS) account number.
- 6. Click on the link to return to MOECS.
- 7. Log into MOECS using the login name and password that you created.
- 8. Once you have successfully self-registered in MOECS, you will be sent an e-mail that contains a link to activate your account.
- 9. Click on that link and the MOECS login screen will appear.
- 10. *Log into MOECS again, using the login name and password that you previously created.

- 11. Update and save your demographic information.
- 12. After you update and save your demographic information, the left navigation menus will appear on the screen.
- 13. Select "Manage Demographics" from the left navigation menus.
- 14. PIC numbers are listed above the "Education History" section.
- 15. After locating your PIC number, log into your Secure Central Registry (SCR) account at: https://www.GetMipd.com
- 16. The first screen you will see after logging into the SCR is the Personal Information Screen.



- 17. On this screen, make sure you have answered the first question Yes, then fill in the first blank with the PIC number you found in your MOECS account.
- 18. After adding your PIC number, check the rest of your personal information for accuracy and make sure to click on the "Save and Continue" at the bottom of the screen.



Return to PD Info Welcome Screen

If you are experiencing difficulty navigating the Secure Central Registry please email the Website Administrator (scrhelpdesk@gmail.com) by clicking on Website Administrator or calling 517-327-5925.

- 19. Your SCECHs that are in the SCR will now be transferred into your MOECS account within 3-4 days. If your records have not shown up in MOECS after 4 days, please contact the Office of Professional Preparation Services at 517-241-4928.
- *Educators only need to create a login name and password and self-register in MOECS the *first* time they use the system. Once an educator has created a password and login name and self-registered in MOECS, he/she can log into MOECS at any time to apply for a certificate, renewal, additional endorsement, or duplicate certificate, update demographic information, check the status of an application, etc.